

Personnel

OUTPROCESSING PROCEDURES

This instruction establishes procedures and delineates responsibilities of individuals with property responsibility in outprocessing through Logistics prior to permanent change of station (PCS), retirement, or separation from active duty. This instruction applies to both military and civilian personnel.

1. Responsibility. The Individual Equipment Element (IEE), Retail Sales, is the focal point for base personnel clearing Logistics.

2. Procedures:

2.1. Personnel departing Laughlin AFB must clear property responsibility through the Chief of Supply.

2.1.1. Individuals cleared by the Chief of Supply need not come to IEE for outprocessing. For those individuals who have been cleared by the Chief of Supply, IEE will forward a Chief of Supply Outgoing Clearance letter in two copies to 47 MSS.

2.1.2. Individuals not cleared by the Chief of Supply will physically come to IEE, Building 77, Room 124 for outprocessing. Once outprocessing is completed, the Chief of Supply Out-Going Clearance Letter will be given to the individual.

2.2. Prior to outprocessing, equipment custodians must ensure that all property charged to their account is on hand, or that action has been taken to clear accountability for missing or damaged items. Equipment accounts must be transferred to new custodian or property turned into Base Supply prior to clearance being provided.

2.3. Individuals assigned a mobility bag will clear the Mobility Element, prior to final outprocessing.

2.4. Individuals authorized to shop in the Base Automated Service Store/Tool Issue Center must report to the Base Automated Service Store to have their authorization deleted during outprocessing.

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2.5. Ultimately, the individual is responsible to ensure that their responsibilities for government property are satisfied prior to departing the base.

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